



FINANCIAL MANAGEMENT STATUS REPORT AND STRATEGIC PLAN

VIII. FINANCIAL MANAGEMENT HUMAN RESOURCES

In view of the changing demands on financial management personnel as a result of the CFO Act, GPRA, GMRA, and organizational rightsizing, it is imperative that personnel responsible for the administration of the Department's financial resources be continuously upgrading their skills so they can meet the challenges imposed by internal and external forces. To assist the Department financial management personnel in achieving the skills needed to operate in a changing environment, the Department is committed to developing and maintaining a cadre of highly skilled financial management personnel. To that end, and to ensure a strong and effective financial management program, the Department's CFO Council established a subcommittee to determine the financial management training needs of Interior's workforce, and to provide guidance to the Director of the Financial Management Training and Development Program in developing an overall training and development plan for the Department.

Expand the Financial Management Training and Development Program

The Department has developed a training and development program for financial management employees by assigning an individual within PFM to focus on the training functions. An advisory board has been established under Department's CFO Council to oversee the financial management training program. With the guidance of the Board, this individual schedules financial management training, locates and reserves training sites, identifies instructors and on-the-job training experiences, tracks and records participants training, reviews and maintains participants' IDPs, prepares and distributes

training certificates, and monitors and responds to program evaluation and feedback. This individual also assists in coordinating Departmental relations with the Government-wide CFO Council for Human Resources, JFMIP, AGA, Training Officers Conference, American Association for Training and Development, and professional organizations related to financial management. In FY 1996, the Department accomplished the following:

- The Financial Management Training and Development Plan was approved by the Departmental CFO Council and the CFO for Department-wide implementation.
- The Financial Management Training and Development Program, in conjunction with the Washington and Denver Learning Centers, sponsored training in FY1996 as follows:
 - Fundamentals of Accounting
 - Managerial Cost Accounting
 - SF-133 GOALS Training
 - Financial Statement Preparation
 - Budgetary Policy and Processes
 - Performance Based Budgeting GPRA
 - Performance Measurement: Financial and Program Evaluation-GPRA
 - Appropriated Fund Law
 - SES Forum
 - Myers-Briggs Type Indicator
- Developed a core curriculum and training program that leads to certification by the Department CFO.
- Developed a formal on-the-job training program



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and related certification.

- Developed a recording and tracking system that identifies the training received by financial management personnel enrolled in the program.

Action Items - The Department will look to expand the training and development program over the next 5 years by aggressively publicizing program opportunities and encouraging employees to avail themselves of program opportunities.

The Department, through the program, will also continue to prepare financial management employees for current and future challenges in financial management. To assist in that effort, the Department will offer an array of training in FY 1997 in accounting, governmental accounting, budgeting, financial analysis, team building, and problem solving techniques.

Depending on the availability of adequate and appropriate funding, the Department will:

- (a) Develop an activity specific curriculum and training that meets the needs of the Department and its bureaus. Projected completion date FY 2000.
- (b) Develop a core curriculum for technical and clerical personnel within financial management. Projected completion date FY 1999.
- (c) Develop financial management training for non-financial managers. Projected completion date FY 1999.